



**DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000**

AFYB-CG

29 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G4-00-03 Logistics Procedures

1. Reports of Survey:

a. Reference. Army Regulation 735-5, 31 January 1998, Policies and Procedures for Property Accountability

b. Under authority of AR 735-5, reports of survey appointing and approving authorities for 4th Infantry Division (Mech) are listed at the Enclosure. This appointment will remain in effect until rescinded or superseded. The following explanations and clarifications are for organizational property:

(1) Approval authority will remain at brigade level for all reports of survey. Battalion commanders will serve as the appointing authority. Battalion commanders are not authorized to delegate appointment authority.

(2) Appeal authority will be the Assistant Division Commander (Support).

(3) Lieutenant Colonels or above assuming command during the absence of an approval authority will assume the responsibilities of the approval authority (with orders).

(4) Majors or above assuming command during the absence of an appointing authority will assume the responsibilities of the appointing authority (with orders).

c. The following is to clarify the processing channels and procedures for reports of survey.

(1) Paragraph 13-4, AR 735-5, requires Reports of Survey to be initiated and processed in the appointing and approving authority channels of the individual responsible for the property at the time of the loss. For example, a report of survey for damages to a Transportation Motor Pool (TMP) vehicle

will be initiated and processed by the unit to which the driver is assigned/attached. The owning property book officer will assign a document number, block 16, DA Form 4697. Exception: AR 735-5, paragraph 14-12a, states that reports of survey for government quarters, or the furnishings and equipment contained therein, will be initiated by the Installation Housing Manager and processed through the chain of command of the soldier signed for the quarters at the time of the incident.

(2) In cases where not enough survey officers are available, or there are not any survey officers senior to an individual subject to potential financial liability, survey officers will be assigned by the approving authority from available personnel resources subject to the criteria of AR 735-5, paragraph 13-26.

d. Time constraints for processing reports of survey for (Active Duty, United States Army Reserve (USAR), Army National Guard (ARNG), and Reserve Associate Support Program (RASP) within the established DA goal are contained in AR 735-5, Fig 13-1 and 13-2, pages 44 and 45, chapter 13, dated 31 January 1998. Processing these reports of survey in a timely manner is the responsibility of all commanders. The investigation is the primary duty of the surveying officer until released by the appointing authority. Failure to comply with DA established timelines will be reported to G4 as MRR data, and briefed to the ADC (S) at the monthly USR brief.

2. Multi-Component Personal Clothing.

AR 700-84, chapters 5, 14, and 15

AR 710-2, dated 31 OCT 97

AR 710-2-1, dated 31 DEC 97

Reserve Component Handbook

a. Non prior Service (NPS) enlisted soldiers ordered to Initial Active Duty for Training (IADT) will be provided all necessary clothing listed in CTA 50-900 upon arrival at their training site (AR 700-84, paragraph 5-6 and 15-3). Commanders of NPS soldiers with more than 60 days prior to report date for IADT, may elect to issue one Battle Dress Uniform (BDU), consisting of: one belt, one pair of boots, two pair of socks, one black buckle, one cap camouflage, one shirt, one trousers, one duffel bag and two undershirts (brown). When required by seasonal and weather conditions, additional items may be issued: one coat (cold weather), one pair of glove shells and one pair of glove inserts (as provided for in AR 700-84, paragraph 5-14). These items will be issued from Army Military Clothing Sales Store (AMCSS) with a valid DA 3078 signed by the soldier's company commander.

b. Enlisted soldiers, who are released from active duty with a contractual obligation and transferred to the ARNG or USAR or to the IRR will in every instance, retain all personal clothing in their possession. Voluntary turn-in of these items is not authorized. Soldiers will bring all of their personal clothing when they report in for their first training assembly. Inventories will be conducted IAW AR 710-2. Once inventory is conducted, a DA Form 3078 is prepared for items that are unserviceable through fair wear and tear or due to size change (AR 700-84, paragraph 14-6.1) and new items issued from AMCSS.

c. Soldiers reporting from the IPR are authorized to exchange all damaged (not due to negligence or unauthorized use) or obsolete clothing. Obsolete or damaged items will be turned-in to the unit supply on the first training assembly the soldier attends (AR 700-84, paragraph 14-14). The unit supply will complete the DA form 3078 and make the exchange at AMCSS.

d. Exchange of personal clothing for enlisted USAR and ARNG soldiers is authorized when the soldier completes a minimum of 3 years RC service from the date of initial clothing issue. For prior service soldiers, initial clothing issue date is further defined as date soldier is brought up to full RC clothing authorization. This does not, however, constitute a blanket authorization to exchange all items of personal clothing simply because they are three or more years old (AR 700-84, paragraphs 14-14 and 15-19)

3. Organizational Clothing and Individual Equipment (OCIE) .

a. OCIE, will be issued by the Central Issue Facility (CIF) for all USAR, ARNG, and RASP soldiers assigned to the Division.

b. All soldiers assigned to Multi-Component units will maintain their individual OCIE in a similar manner as active duty soldiers. The exception, unit is responsible for providing storage space for USAR, ARNG, and RASP soldiers assigned.

c. Multi-component soldiers will be required to have OCIE as required for scheduled training events. Inspection for cleanliness, serviceability, and accountability of equipment will also be performed after each training event. Serviceability and accountability portion of inspection will be performed immediately after training event, before soldier departs. Inspection for cleanliness should be performed during next scheduled training event, allowing soldier time to clean before returning to unit storage area.

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SUBJECT: Command Policy Memorandum G4-00-03 Logistics Issues

4. Direct Exchange

a. Direct exchange of damaged items can be accomplished in two ways by units supported by reservist to maximize training events schedule.

(1) Unit personnel can exchange equipment for reservist between scheduled weekend training events, ONE FOR ONE EXCHANGE at the central issue facility, following same procedures as active as active duty component soldiers.

(2) Unit personnel or reservist can exchange on first (1st) Sunday of each month between 0800 - 1200 unless it falls on a federal holiday weekend. Support will then be provided on the 2nd Sunday of the month.

5. Organizational (MTOE) Equipment.

No change from normal unit procedures.

"STEADFAST AND LOYAL"

ORIGINAL SIGNED

Encl

RAYMOND T. ODIERNO
Major General, USA
Commanding

DISTRIBUTION: A

REPORT OF SURVEY AUTHORITIES

APPROVING	APPOINTING	UNITS
Cdr, 1 Bde	Cdr, 1 Bde	HHC, 1 Bde, 1RecTrp
	Cdr, 1-22 IN	All Subordinates
	Cdr, 1-66 AR	All Subordinates
	Cdr, 3-66 AR	All Subordinates
	Cdr, 299 En Bn	All Subordinates
Cdr, 2 Bde	Cdr, 2 Bde	HHC, 2 Bde, 2RecTrp
	Cdr, 2-8 IN	All Subordinates
	Cdr, 1-67 AR	All Subordinates
	Cdr, 3-67 AR	All Subordinates
	Cdr, 588 En Bn	All Subordinates
Cdr, 3 Bde	Cdr, 3 Bde	HHC, 3 Bde, 534SIGCO
	Cdr, 1-8 IN	All Subordinates
	Cdr, 1-12 IN	All Subordinates
	Cdr, 1-68 AR	All Subordinates
	Cdr, 3-29 FA	All Subordinates
	Cdr, 64th FSB	All Subordinates
	Cdr, 4th Eng Bn	All Subordinates
Cdr, 4th Bde	Cdr, 4th Bde	HHC, 4th Bde
	Cdr, 1-4 Avn	All Subordinates
	Cdr, 2-4 Avn	All Subordinates
	Cdr, 1-10 Cav	All Subordinates
	Cdr, 1-44 ADA	All Subordinates
Cdr, DIVARTY	Cdr, DIVARTY	HHB DIVARTY
	Cdr, 3-16 FA	All Subordinates
	Cdr, 4-42 FA	All Subordinates
	Cdr, 2-20 FA	All Subordinates
	Cdr, 104 MI	All Subordinates
	Cdr, 104 MI	HHC, 4ID
	Cdr, 104 MI	610 EN Det
Cdr, DISCOM	Cdr, DISCOM	HHC, DISCOM
	Cdr, 704 DSB	All Subordinates
	Cdr, 204 FSB	All Subordinates
	Cdr, 4 FSB	All Subordinates
	Cdr, 404 DASB (Avn)	All Subordinates
	Cdr, DISCOM	4 th MP CO
	Cdr, DISCOM	4ID Band
Cdr, 124 th SIG Bn	All Subordinates	